

PROPERTY MANAGEMENT UNIT

Assists the Supply Storekeeper in ordering, storing, and issuing expendable supplies such as office, cleaning, maintenance, auto parts and gardening.

Verifies clients' work orders and the Stock Control posting reports to identify and correct mistakes and errors in entries to the computer Stock Control Application. Said duties are provided to all agencies under the ICASS agreement. The incumbent is the backup for the Storekeeper

Maintains the many storage areas and their contents, making the best use of the available space and eliminating any possible hazards like fire, excessive humidity and pest. Also responsible for the cleanliness y supply room, drives a delivery vehicle, which he must maintain in good operating condition, clean and ready for use.

Submits access request to the RSO for vendors who will deliver supplies. Maintains the Embassy forklift in good operating condition.

Assists the Web Pass Expendable Clerk in double checking entries to the system.

Assist the Supply Annual Inventory Team Providing information as requested and escorting the team